



Human Resources Department
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NOTICE OF SPECIAL ENROLLMENT PROVISION

Annual Open Enrollment

- Open Enrollment is May of every year
- This is the time to make changes to employee insurance plans
- This is also the time the City may change carriers or add/discontinue programs
- The effective date of changes will be July 1st

Non-Annual Enrollment Changes **Qualifying Events / Lifestyle Changes**

It is the employee's responsibility to report lifestyle changes to the Human Resources Department within 31 days of the event.

IRS GOVERNED PROGRAMS are medical, dental, vision, and flex spending accounts. The rules are very strict and employer penalties are significant for not following IRS rules on enrollment changes. Employees may change benefit elections during Open Enrollment or within 31 days of a lifestyle change. Lifestyle changes, as defined by the IRS, are defined as but not limited to:

- Marriage
- Divorce
- Legal Separation
- Birth of Newborn
- Loss of coverage of eligible dependent

To inquire about eligible changes or to make an election change, please contact Human Resources. All required paperwork must be completed and returned to Human Resources within 31 days of the event.